

## OHSAA TOURNAMENT TICKETING PROCEDURES – Spring sports

*Please note these procedures are subject to change by actions taken by the OHSAA Board of Directors or the OHSAA Controller.*

### Ticket prices for Spring Sports

- Sectional and District admission: Students \$5.00, Adults \$8.00.
- Regional admission: Students, \$5.00, Adults \$12.00
- State admission: BB/SB. Students \$10, Adults \$15.00
  - BTEN/TRF: Students \$10, Adults \$16.00

Tickets will be available online for all OHSAA tournaments. OHSAA tournament events held at high school venues may have tickets available for sale at gate. All ticket purchases will be made through the HomeTown Ticketing OHSAA box office. Paper tickets will not be available.

For events held at a high school owned venue, cash will be accepted on-site upon fan request. A fan can still purchase at the gate via their phone online at the discounted online price.

Credit Card sales may be accepted at the gate if the host school has signed the agreement with the OHSAA permitting credit card sales. Contact Claudia Markoff ([cmarkoff@ohsaa.org](mailto:cmarkoff@ohsaa.org)) for a copy of the agreement.

### Ticket sale process

#### **ALL CASH COLLECTED MUST BE DEPOSITED IN SCHOOL AUDITED ACCOUNTS.**

Schools and venue management will receive the OHSAA box office codes for the event so they can scan and sell tickets. All gate/cash ticket sales must run through the Hometown Ticketing Gate application. (***Make sure you have version 3.14.0***) This can be done by entering the order and utilizing the “cash” option within Hometown Ticketing application. Tickets sold via cash will be set to scan automatically. (Go into settings and set “auto scan”). There is no need to print the ticket. You may still want to email or text the ticket in case the fan needs a receipt.

**Best practice:** have at least two individuals working the ticket gate. One designated to scan tickets. One designated to sell tickets (seller can also scan). This should provide for a smooth flow at the gate as fans that have already purchased an online ticket will have easy access for scanned entry and those wishing to purchase cash tickets will go to a separate gate.

Schools will need to provide a “start bank” of cash. Subtract the start bank from cash collected and then match the cash collected to the HTT audit report.

Best practice: Tickets will remain available for purchase online by fans at a discount even after the event has started. Utilize QR code to help those wanting to purchase online. Reduced price student tickets are only available online.

**After the event:**

The host venue Athletic Director and OHSAA will have access to the reporting of cash sales within HTT reports. Athletic Directors can access the report through the “Event Management” option on the HTT app. The audit report will need to be downloaded so it can be submitted to the school treasurer along with the cash collected. The audit report will be available until 11:59 PM the day of the event. **The ticket sales audit report must be downloaded prior to that 11:59 pm.** See additional attachment explaining the down load process.

Athletic Directors will provide the HTT audit report to their Treasurer with the cash. Athletic Directors will input the number of tickets sold, cash receipts and overage/shortages on the financial report submitted to the OHSAA accounting department or DAB Treasurer.

The net cash ticket sales will be deducted from the hosting fee. If cash sales exceed the hosting fee, the school will need to remit the difference to OHSAA. If the cash sales are less than the hosting fee, the OHSAA will send a payment to school.

***If the school owes the OHSAA, wait for an invoice from the OHSAA before mailing a check.***  
the check should be payable to the OHSAA and mailed to:

Ohio High School Athletic Association  
L-4256  
Columbus, OH 43260-4256